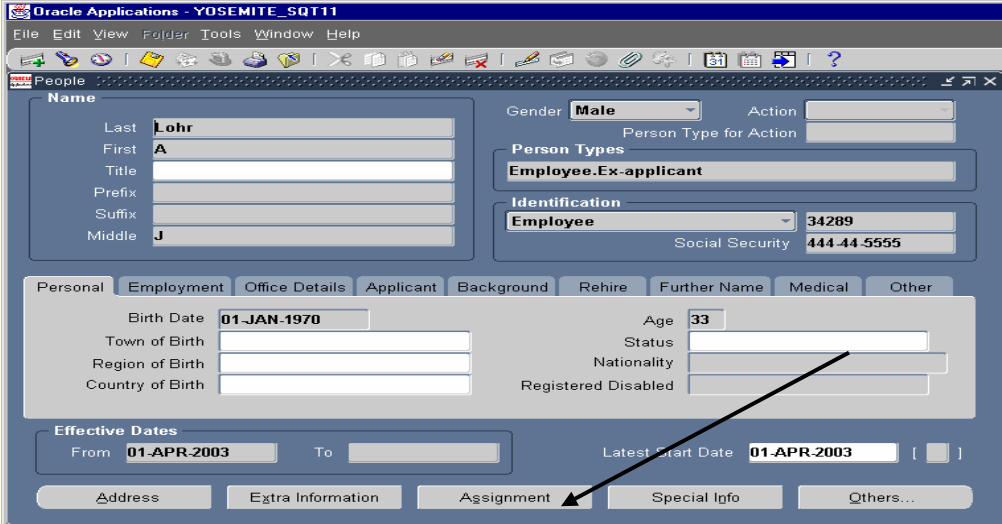
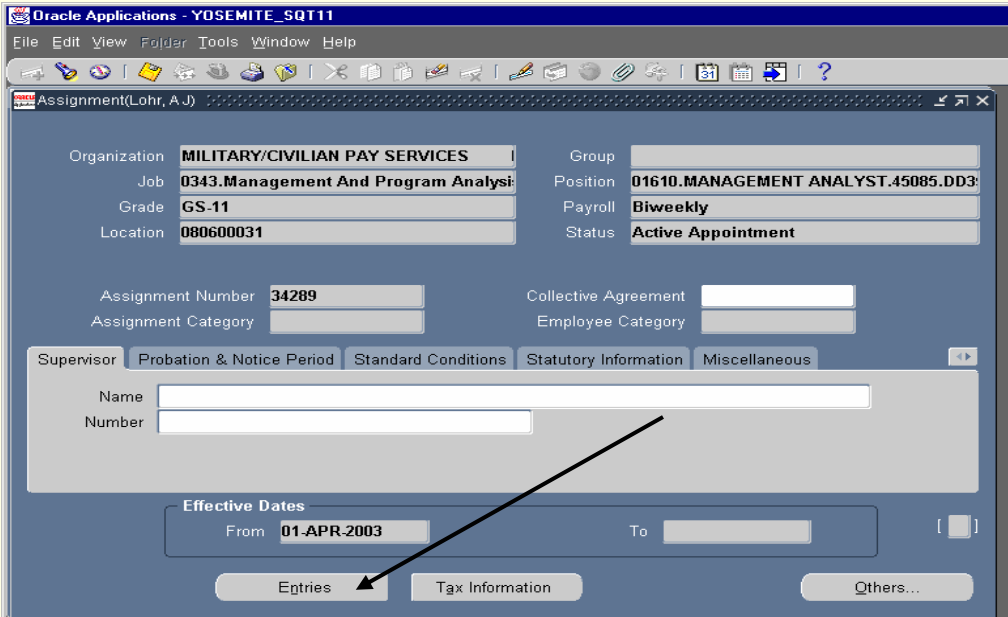


UPDATE/CORRECT WGI FOR FUTURE DATE

STEP	ACTION
1	<p>From the Navigation List go to People > Enter and Maintain Click on Assignment</p> 
2	<p>Click on Entries</p> 

3

Select **Within-Grade-Increase** and click on **Entry Values**

Oracle Applications - YOSEMITE_SQT11

Element Entries(Lohr, A.J)

Period: 8 2003 Bi-Week (06-APR-2003 - 19-A)

Classification:

Processing Types:

- ☒ Recurring
- ☐ Nonrecurring
- ☐ Both

Additional Processed:

Effective Dates:

From	To
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
02-APR-2003	

Element Name	Processing Type	Costing	Reason
Total Pay	Recurring		
Basic Salary Rate	Recurring		
Adjusted Basic Pay	Recurring		
Locality Pay	Recurring		
TSP	Recurring		
Health Benefits	Recurring		
FEGLI	Recurring		
Retirement Plan	Recurring		
Within Grade Increase	Recurring		

Entry Values Balance Grossup

4

Change the WGI due and Pay date and click on the **Save** icon.

Oracle Applications - YOSEMITE_SQT11

Entry Values(Lohr, A.J)

Status: Grant WGI

Date Due: 30-MAR-2004

Pay Date: 04-APR-2004

Last Equivalent Increase: 01-APR-2003

Postponmt Effective:

Postponmt Determ Due:

Further Entry Information:

Date Earned:

Payee Details:

Processing Types:

- ☒ Recurring
- ☐ Nonrecurring
- ☐ Both

Additional Processed:

Effective Dates:

From	To
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
01-APR-2003	
02-APR-2003	

Reason:

Save

5

The following window appears – click on **Update OR Correct** as appropriate.

Oracle Applications - YOSEMITE_SQT11

File Edit View Folder Tools Window Help

Entry Values(Loht, A.J)

Status: Grant WGI

Date Due: 30-MAR-2004

Pay Date: 04-APR-2004

Last Equivalent Increase: 02-APR-2003

Postponmt Effective:

Postponmt Determ Due:

Processing Types

Additional

Processed

Effective Dates

From To

01-APR-2003

01-APR-2003

01-APR-2003

PR-2003

PR-2003

PR-2003

PR-2003

PR-2003

PR-2003

Choose an option:

Update Keep history of existing information

Correction Correct existing information

6

Close **Entry Value** and **Assignment** Window.